

Introduction to: Post Graduate Survey An Administrator's Guide

January 2021

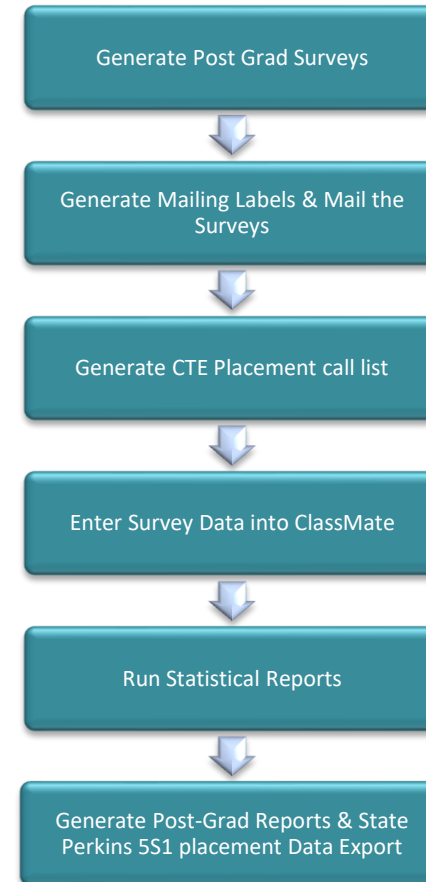


Post Graduate Survey

According to State Reporting requirements, post-graduate surveys must be completed for all CTE students, who reached the concentrator level and left secondary education the previous year. (could include 11th graders who didn't return)

Surveyed students are limited to only those who have participated in Approved Programs.

ClassMate provides you with the actual survey template, along with the ability to enter post-graduate responses and generate a variety of statistical reports.



Post Graduate Survey

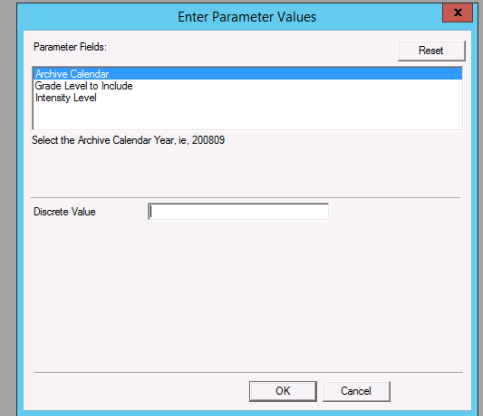
Getting Started

Generate the CTE Placement Survey Letter

Reports > Student Enrollment Options > CTE Placement Survey

Parameter Values to generate the report:

- Enter the Archive Calendar (Format used must be 6 digits ex: 200809)
- Select Grade Level to Include
- Select Intensity Level to Include



In an attempt to provide the best programs for our students, we are gathering information from former students such as yourself. Would you please take 5 minutes to complete this survey and return it to the address at the bottom of the form. Your input will be greatly appreciated. Thank you for your help. Please fill in all the appropriate fields and return the form.

Last Name:	Akian	Student ID (if known):	00000021
First Name:	Bradly	Birth Date:	04/02/1991
Middle Initial:	A	Graduation Year:	2010
Address:	1200 Harbor Boulevard	Program/Course:	Welding Technology/Welder
		High School:	Phoenix High School
City:	Phoenix		
State:	NY		
Zip Code:	13135		

Current Status (Please Check all that Apply):

Employed

Full-Time Part-Time Military Service

Full-Time Part-Time

Employer: _____ Branch: _____
 Position: _____ Specialization: _____
 Pay Rate (Optional): _____ Related to your Program? Yes No
 Related to your Program? Yes No

Attending/Attended Institute of Higher Learning

Full-Time Part-Time

Institution: _____ Graduation Date: _____
 Major: _____
 Related to your Program? Yes No
 Completed a State or Industry-recognized Certification or Licensure? Yes No
 Completed Courses that award Postsecondary credit? Yes No



Post Graduate Survey

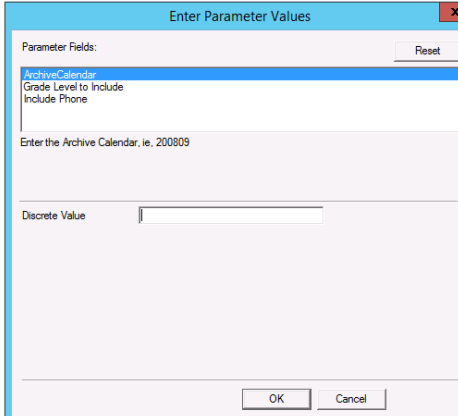
Getting Started

Survey Letter – Generate Survey Labels

Reports > Student Enrollment Options Folder > CTE Survey Labels

Parameter Values to generate the report:

- Enter the **Archive Calendar** (Format used must be 6 digits ex: 200809)
- Select **Grade Level to Include**
- Select Yes/No to Include Phone



The labels print in the same order as the survey letters.

Please ensure you are using **Avery labels**

Bradly A Akian
 1200 Harbor Boulevard
 Phoenix, NY 13135

Christopher J Akian
 1200 Harbor Boulevard
 Central Square, NY 13036

Frank T Akian
 1200 Harbor Boulevard
 Fulton, NY 13069

John Akian
 1200 Harbor Boulevard
 59 Hurbut Rd
 Mexico, NY 13114

Marshal V Akian
 1200 Harbor Boulevard
 Brewerton, NY 13029

Shawn Akian
 1200 Harbor Boulevard
 Oswego, NY 13126

Shawn Akian
 1200 Harbor Boulevard
 Mexico, NY 13114

Shelbie Akian
 1200 Harbor Boulevard
 Williamstown, NY 13493

Alexander W Burson
 1200 Harbor Boulevard
 Phoenix, NY 13135



Post Graduate Survey

Getting Started

Data Entry

Modules > Student Enrollment Options > Post-Graduate Survey

Select a Calendar Year/Survey Period

- Select the **Archive Year** from the drop down (Pulls from Archive Data)
- Select the **Survey Period** from the drop down (For State Reporting the 6-month survey period must be selected)

After selecting the **School Year & Survey Period** a process runs and when completed will display student names.

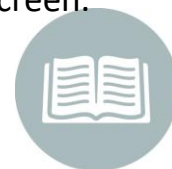
Student names that appear in Blue Font indicate a survey response exists for the indicated school year

Select a **Student Name** to display archived demographic information for the student in the top portion of the screen.

Editing Demographic Data

Select any **Demographic Field** in **Black** font and edit as required. These fields contain dynamic data that is likely to need updating.

Demographic fields in **Grey** **CANNOT BE EDITED**. These fields contain static data that should not be changed after a student graduates.



Post Graduate Survey

Getting Started Data Entry

File ReCalc Response % Report GoTo

Archive Year: 2018-19
6 Months
Response Filter: A1
372 out of 905 = 41.1%

Student Search: Alpha ID

Blue font indicates Students with Survey Responses for the indicated Survey Year

Archive Year: 2018-19
Anderson, Alex 581939608
Anderson, Alyssa 581939606
Anderson, Ana 582000846

Graduate Demographics

Student: 581939606 Anderson, Alyssa

Address/Phone: 1660 Valley Center Parkway
Valley Stream NY 11580
(999) 812-0175

Birth Date: 01/09/2000

High School: Valley Stream Central High School CTE Occupational Graduation Year: 2019

Grade Level: 12

Program: Child Care Completer/Leaver: Concentrator Upd

Course: Child Care Skills Program Length: 2

Program Endorsed: T Course Endorsed: F

Status: AVTS Experience Coop Satisfaction Survey Comments

Fields in BLACK font may be edited.

Fields in GREY font may NOT be edited.



Post Graduate Survey

Data Entry

Completer/Leaver Status

Please note that if the **6 Month Survey Period** is selected the **Completer/Leaver Status** will default using the following definitions:

One Year Program

- Completer: All 4 MP's with Passing Grade
- Leaver (enrollee) : 1 MP with Passing Grade
- Leaver (Participant): < 10 weeks; 2 MP's with Passing Grade
- Leaver (Concentrator): >= 10 weeks; 3 MP's with Passing Grade

Two Year Program

- Completer: All 8 MP's with Passing Grade
- Leaver (enrollee) : 1 or 2 MP with Passing Grade
- Leaver (Participant): < 10 weeks; 3,4 or 5 MP's with Passing Grade
- Leaver (Concentrator): >= 10 weeks; 6 or 7 MP's with Passing Grade

NY ONLY – Enrollee no longer accepted – only Participant & Concentrator / ALL students start out as Participant.

The system looks at the length of the program being reported for the student:

If it is a 1 year program, if they have completed more than 23 weeks they become a Concentrator.

If it is a 2 year program, if they have completed more than 45 weeks they become a Concentrator

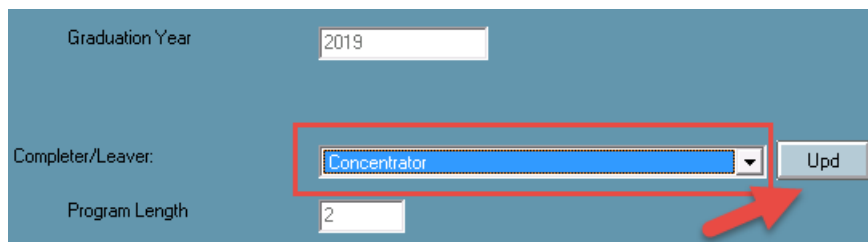


Post Graduate Survey

Data Entry

Completer/Leaver Status

Please note that if the **1 ,3,5 or 10 Year Survey Period** is selected the **Completer/Leaver Status** will need to be manually updated. This is a **REQUIRED** field.



Graduation Year: 2019

Completer/Leaver: **Concentrator** [dropdown menu]

Program Length: 2

[Upd] button

If you have not selected a **Completer/Leaver Status** for the student, you will see a display message prompting the selection. The survey data entered will **NOT** be saved without a Completer/Leaver status selection.



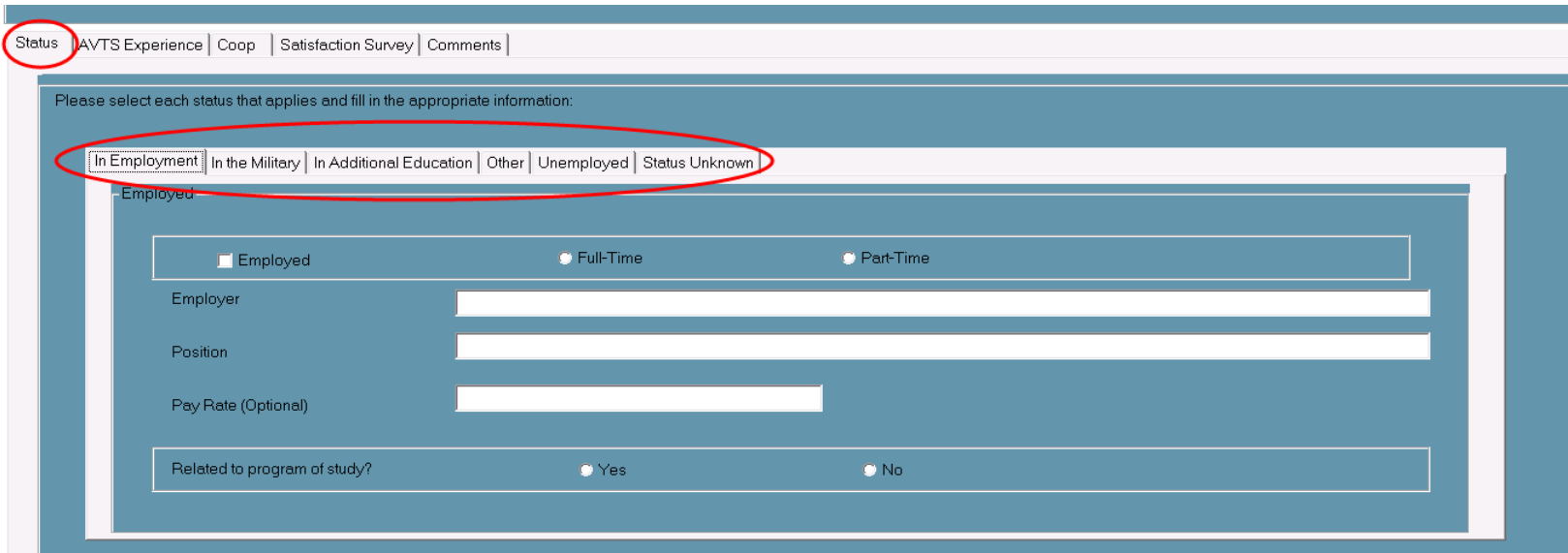
Post Graduate Survey

Data Entry

Status Tab

Select the **Status Tab** to populate survey data related to known data in the appropriate fields on the below tabs:

- In Employment
- In the Military
- In Additional Education
- Other
- Unemployed
- Status Unknown



Status | AVTS Experience | Coop | Satisfaction Survey | Comments

Please select each status that applies and fill in the appropriate information:

In Employment | In the Military | In Additional Education | Other | Unemployed | Status Unknown

Employed

Employed Full-Time Part-Time

Employer

Position

Pay Rate (Optional)

Related to program of study? Yes No

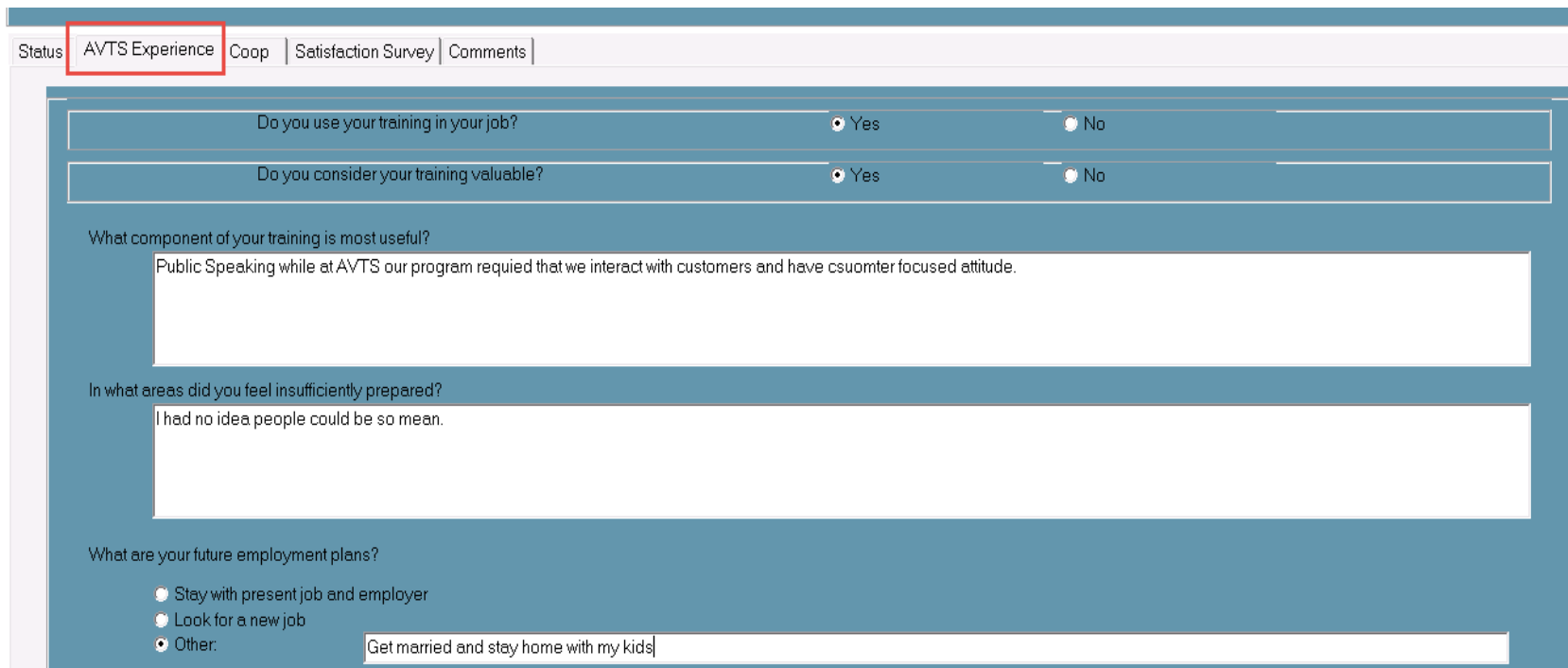
Post Graduate Survey

Data Entry

AVTS Experience Tab

Select the **AVTS Experience Tab** to populate survey data related to known data in the appropriate fields below:

- **Job Training Data:** Usefulness and value of the AVTS program
- **Training Components:** Strengths & Weaknesses
- **Future Employment Plans**



The screenshot shows a survey form with a navigation bar at the top containing 'Status', 'AVTS Experience' (highlighted with a red box), 'Coop', 'Satisfaction Survey', and 'Comments'. Below the navigation bar are two radio button questions: 'Do you use your training in your job?' and 'Do you consider your training valuable?', both with 'Yes' selected. The next section is 'What component of your training is most useful?' with a text input field containing 'Public Speaking while at AVTS our program required that we interact with customers and have csuomter focused attitude.' This is followed by 'In what areas did you feel insufficiently prepared?' with a text input field containing 'I had no idea people could be so mean.' The final section is 'What are your future employment plans?' with three radio button options: 'Stay with present job and employer', 'Look for a new job', and 'Other:'. The 'Other:' option is selected, and a text input field below it contains 'Get married and stay home with my kids'.



Post Graduate Survey

Data Entry

COOP Tab

Select the **COOP Tab** to populate survey data related to known data in the appropriate fields below:

- **Coop Participation**
- **Coop Employment & Employer**
- **Coop Program: Strengths & Weaknesses**

Status | AVTS Experience | **Coop** | Satisfaction Survey | Comments

Did you participate in Coop? Yes No

Are you still employed by your Coop Employer? Yes No

Why did you participate in the Coop program? (Please check all that apply)




Needed the Money Part of the program Opportunity to gain experience Bored with Class

Other:

What did you like best about the Coop program?

What did you like least about the Coop program?

Comments:



Post Graduate Survey



Data Entry

Satisfaction Survey Tab

Select the **Satisfaction Survey Tab** to populate survey data related to known data in the appropriate fields below:

- Classroom Facilities
- Lab Facilities
- Teaching Staff
- Curriculum Offerings
- Career Services
- Guidance Services
- Safe Educational Environment
- Clubs/Activities
- Preparation for Life Long Learning
- Overall Satisfaction

Status	AVTS Experience	Coop	Satisfaction Survey	Comments		
Classroom Facilities	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Lab Facilities	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Teaching Staff	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Curriculum Offerings	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Career Services	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Guidance Services	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Safe Educational Environment	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Clubs/Activities	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Preparation for Life Long Learning	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Overall Satisfaction	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Fair	<input type="radio"/> Poor	<input checked="" type="radio"/> N/A
Will you recommend our school to others?		<input checked="" type="radio"/> Yes		<input type="radio"/> No		



Post Graduate Survey

Post-Grad Survey Reporting

Post-Grad Status Validation

- Allow users to review grades & default completer/concentrator status
- Identified students can be manually edited if needed via the Post-Grad Survey module.
- Review and make edit using this report **prior** to your Export

Post Grad Status Validation					
Printed on: 11/09/2010			Page 1 of 170		
000001172	Akian, Ashley E	12			
120599	Culinary Arts/Chef Training				
	<u>Calendar Year</u>	<u>MP</u>		<u>Period Grade</u>	
	200910	1		77	
	200910	2		83	
	200910	3		72	
	200910	4		79	
000000021	Akian, Bradly A	12			
480508	Welding Technology/Welder				
	<u>Calendar Year</u>	<u>MP</u>		<u>Period Grade</u>	
	200910	1		79	
	200910	2		68	
	200910	3		76	
	200910	4		77	
	200809	1		94	
	200809	2		83	
	200809	3		82	
	200809	4		74	



Post Graduate Survey

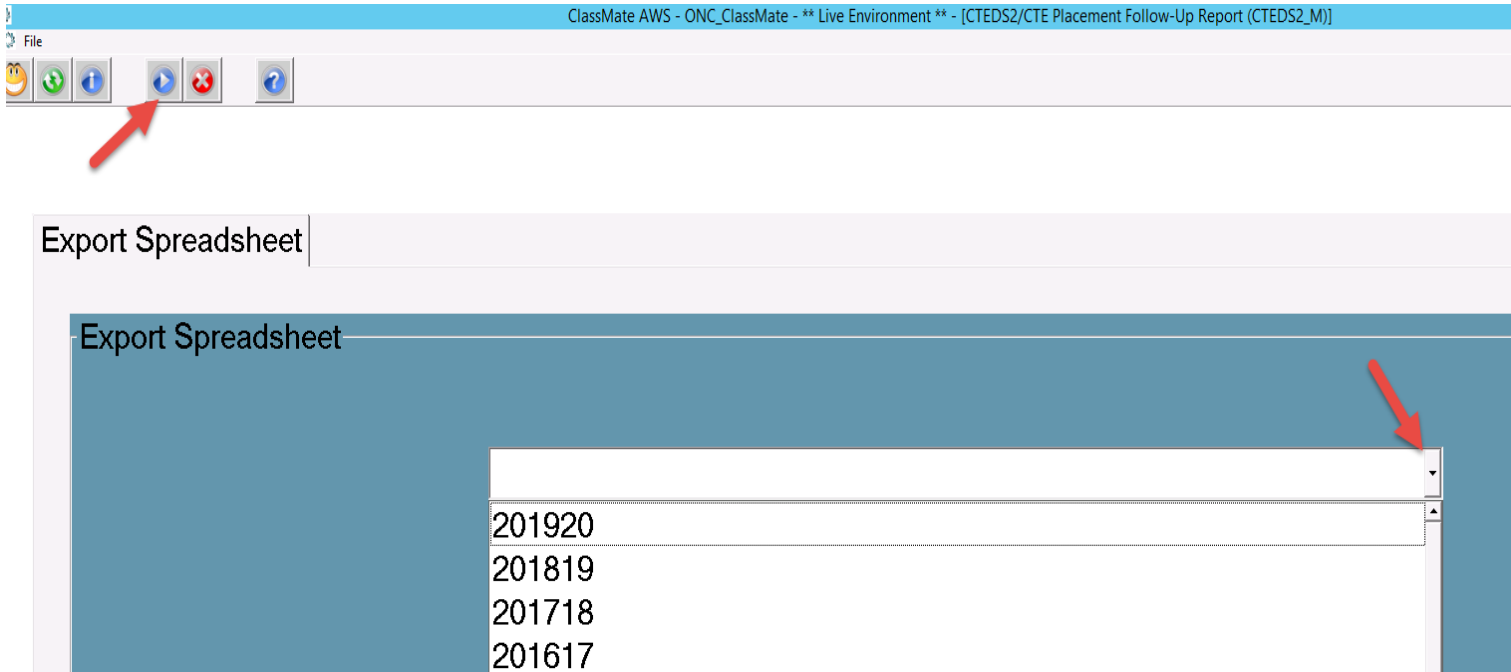
Post-Grad Survey Reporting

CTEDS2 CTE Placement Report

Modules > Student Enrollment Options > CTEDS2

Select the archive school year from the drop-down menu

Click the “Run” or **Blue** Arrow Icon to run the process



The screenshot shows a software window titled "ClassMate AWS - ONC_ClassMate - ** Live Environment ** - [CTEDS2/CTE Placement Follow-Up Report (CTEDS2_M)]". The window has a menu bar with "File" and a toolbar with icons for help, refresh, back, run (blue arrow), cancel (red X), and forward. A red arrow points to the blue arrow icon. Below the toolbar is a section titled "Export Spreadsheet" with a sub-section also titled "Export Spreadsheet". A dropdown menu is open, showing a list of school years: 201920, 201819, 201718, and 201617. A red arrow points to the dropdown arrow icon.

Post Graduate Survey

Post-Grad Survey Reporting

(CTEDS2 CTE Placement Exported Spreadsheet)

After you have run the **Export Spreadsheet** process the export file is available to submit to the state. The File is named: **5s1PlaceFormAutochkLockxxxx.xls**

Please ensure you have access to the M: Drive when trying to locate the export file. The export file is located in M:\ClassMate\Export folder

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	BEDS Code	BOCES / District	Student Population	Postsecondary Education and Advanced Training	Military	Employment: Related to CTE Program of Study	Other Employment: unrelated to CTE program	Other (not working and not seeking work, deceased, jailed)	Unemployed (not working but seeking work)	Status Unknown (no contact made after attempt)	Denominator (Auto-Calculated)	Numerator (Auto-Calculated)	Percent (Auto-Calculated)		
1			Male								0	0	#DIV/0!		
2			Female								0	0	#DIV/0!		
3			Gender Total (auto-calculated)	0	0	0	0	0	0	0	0	0	#DIV/0!		
4			American Indian/Alaska Native								0	0	#DIV/0!		
5			Asian								0	0	#DIV/0!		
6			Black/African American								0	0	#DIV/0!		
7			Hispanic/Latino								0	0	#DIV/0!		
8			Native Hawaiian or Other Pacific Islander								0	0	#DIV/0!		
9			White								0	0	#DIV/0!		
10			Two or More Races								0	0	#DIV/0!		
11			Race Ethnicity Total (auto-calculated)	0	0	0	0	0	0	0	0	0	#DIV/0!		
12			Race/Ethnicity and Gender Check (auto-calculated - if not zero, data has errors)	0	0	0	0	0	0	0	0	0	#DIV/0!		
13			Disability Status (ESE/IDEA)								0	0	#DIV/0!		
14			Economically Disadvantaged								0	0	#DIV/0!		
15			Single Parent								0	0	#DIV/0!		
16			Displaced Homemakers								0	0	#DIV/0!		
17			Limited English Proficient								0	0	#DIV/0!		
18			Migrant Status								0	0	#DIV/0!		
19			Nontraditional Enrollees								0	0	#DIV/0!		
20			Largest Special Population Count (auto-calculated)	0	0	0	0	0	0	0	0	0	#DIV/0!		
21			Special Population and Gender Check (auto-calculated - if greater than zero, data has errors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!		
22															
23															



Post Graduate Survey

Post-Grad Survey Reporting

CTEDS2/CTE Placement Report

73 / 73+
100%

- General CTE
 - Autobody/Collision and Repair Tec
 - Automobile/Automotive Mechanics
 - Child Care Provider/Assistant
 - Computer Installation and Repair
 - Computer Systems Networking an
 - Cosmetology/Cosmetologist, Gene
 - Criminal Justice/Law Enforcement
 - Criminal Justice/Police Science
 - Culinary Arts/Chef Training
 - Floriculture/Floristry Operations a
 - Health Professionals and Related
 - Heavy Equipment Maintenance Te
 - Nurse/Nursing Assistant/Aide and
 - Precision Metal Working, Other
 - Small Engine Mechanics and Repai
 - Teaching Assistants/Aides, Other
 - Web Page, Digital/Multimedia and
 - Welding Technology/Welder
- Title II (Tech Prep)
 - Automobile/Automotive Mechanics
 - Computer Installation and Repair
 - Computer Systems Networking an
 - Floriculture/Floristry Operations a
 - Heavy Equipment Maintenance Te

CTE - Placement
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PROGRAM PROVIDER INFORMATION

Name: ClassLink NY Career and Technical Center

BEDS Code: 4690000000000

PROGRAM INFORMATION

Program Code: 470604

Program Name: Automobile/Automotive Mechanics Technology

Program Type: (check one)
 General CTE [] or Title II (Tech Prep) []

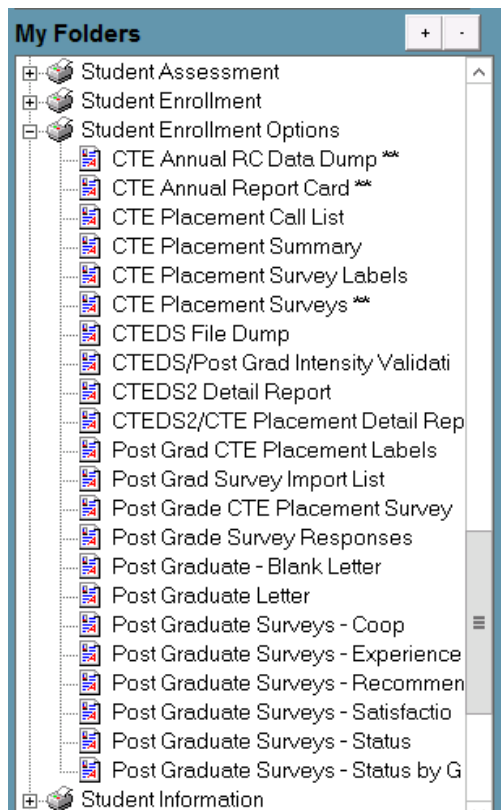
RACE AND GENDER OF COMPLETERS (a)	Total	American Indian or Alaska Native		Asian		Black or African American	
		Male	Female	Male	Female	Male	Female
Total Program Completers	1	0	0	0	0	0	0
Completers Placed -							
1) In Employment	0	0	0	0	0	0	0
2) In the Military	0	0	0	0	0	0	0
3) In Additional Education	0	0	0	0	0	0	0
4) Other (e.g., not in labor force)	0	0	0	0	0	0	0
5) Unemployed	0	0	0	0	0	0	0



Post Graduate Survey

Post-Grad Survey & CTEDS Reporting

There are many reports to choose from under Reports > Student Enrollment Options. If you don't see a report in your menu please assign using User Module Management or contact your site ClassMate System Administrator to request the report be assigned to your username.



ClassMate

1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions? Contact us!
ClassMate HelpDesk
855-984-1228
support.classmate.net

